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ABSTRACT

Designed for foreign students attending DeKalb Community College (DCC), this handbook contains information about the college, its International Student Services Office, and United States Government regulations. The sections of the handbook are devoted to: (1) the functions of the International Student Services Office; (2) procedures for transfer to other colleges; (3) visas; (4) address changes; (5) passports; (6) course-load requirements; (7) traveling outside of the United States; (8) academic advising and course planning; (9) DCC's English as a Second Language program; (10) currency and banking procedures; (11) the Internal Revenue Service; (12) off-campus housing; (13) utilities and telephone service; (14) summer quarter attendance regulations; (15) local transportation; (16) drivers license and automobile insurance; (17) health insurance; and (18) public health services. (PAA)

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DEKALB COMMUNITY COLLEGE

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INTERNATIONAL STUDENT HANDBOOK

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Dear International Student:

Welcome to DeKalb Community College. You will find that DeKalb is a very unique community college which offers a great variety of courses and activities for its students. We hope that you will benefit from the educational experience in coming to the United States to study, you are following a tradition set by students and scholars many years ago. Your presence in the United States will broaden and enrich the Americans' knowledge and understanding of other cultures. At the same time, you will acquire new knowledge and experience in the fields of your specialization that will be useful to you in building your own career and in developing your country.

To facilitate your stay at DeKalb Community College, the International Student Office has prepared this handbook to answer some of the questions concerning the college, the International Student Office, and U.S. Government regulations. When you have a question, consult the handbook or the college catalog.

The International Student Office is located in Room A-108 of the Administration Building. The telephone number is 299-4021. If you require additional information or encounter problems, call or come by the office for assistance.

Roger H. Ozaki

Roger H. Ozaki, Ed.D
International Student Advisor

Gerald A. Cutchins

Gerald A. Cutchins, Ed.D
Dean, Student Services

RHO:cd

International Student Advisor

The International Student Services Office provides information about:

Certificate of Eligibility (I-20 A-B or M-N)
I-20 ID card
Visa problems/changes
Permission to work
Practical training
Extension of study
Permission for college transfer
Expense letter
Passport Extension
Lost I-94
Change of status

An important function of the International Student Services Office is the processing of immigration forms and answering inquiries about immigration matters. The college must comply with all U.S. immigration regulations regarding all international students who are enrolled on the college campuses. Additionally, the office must notify the immigration service of all international students who fall below a full course of study and of all international students who withdraw from DeKalb Community College. The international student advisor is available to advise students so that they do not violate immigration regulations.

PROCEDURES FOR TRANSFER TO OTHER COLLEGES

An F-1 student who wants to transfer schools within the same major or level must get an I-20 A-B from the school to which he wishes to transfer and give it to the international student advisor at the last school he/she was authorized to attend. The F-1 student must have been a full-time, nonimmigrant student with financial resources at the last school he/she was authorized to attend. No application to immigration is necessary if these conditions are met.

If the F-1 student has not attended school full-time, dropped out, lacks finances, or changes level of study he/she cannot transfer school until he/she has applied to the immigration office for reinstatement to F-1 status. The new school issues the I-20, and the student must go to immigration first to be re-instated to F-1 status.

An M-1 student who wants to transfer to another school must apply to immigration for approval before making the transfer. The form I-538 must be completed by the last school and the I-20 M-N must be signed by the student and the foreign student advisor at the new school. The student's I-20 ID must be submitted with all papers.

VISA INFORMATION

A visa is the rubber-stamped entry on a page of your passport made by the U.S. Consul abroad for entering the U.S., should be valid and current for re-entry when having traveled outside the U.S. A new visa can be obtained from a U.S. Consul outside the U.S. The following types of visa are most commonly found at DeKalb Community College:

A-1 Diplomatic
A-2 Other foreign government official
B-1 Visitor for business
B-2 Visitor for pleasure
F-1 Student in academic or language program
F-2 Spouse or child of F-1 student
J-1 Exchange visitor
J-2 Spouse or child of exchange visitor
M-1 Student in vocational or other recognized nonacademic institution
M-2 Spouse or child of M-1 student

The type of visa and the school which you are authorized to attend will be written in your passport. You must register for a full course of study at the school which you are initially authorized to attend before you will be given permission to transfer to another school. The name of the school which you are to attend in the beginning and any schools which you are later authorized to attend will be written on your I-20 I-D card. The date your stay expires is

written on your arrival/departure form. If D/S is written on the form, it means duration of status until you graduate from the college. Once you have entered the U.S., it is this date, not the date on your visa stamp which indicates how long you may stay in the U.S.

ADDRESS CHANGES

Be sure to notify immigration, the international student office on campus, and the registrar's office within 10 days when you change your residence. If you fail to receive official papers from the immigration service or DeKalb Community College because you have moved and have not notified the proper officials of your address, you will be held responsible. Immigration requires that address changes be reported within ten days of moving.

Address: U.S. Immigration and Naturalization Services
Richard Russell Building
75 Spring Street, Suite 1408
Atlanta, GA 30303
Telephone: (404) 221-5158

PASSPORT

Your passport is the basic international document which identifies you as a citizen of your country. The spelling of your name given in the passport should be used for all records while you are in the United States. The passport must be valid for a certain length of time or the United States immigration will return papers without taking action. Passport renewal should be accomplished at your embassy or consulate at least 6 months before expiration. If your country does not have a consulate in Atlanta, send your passport by registered mail to the nearest embassy or consulate with a personal letter requesting that it be renewed. Be sure to request a return receipt so that you will know when the embassy received the documents. The international student advisor's office can provide you with a letter of certifying status that you are a registered student if such a document is requested by your government.

VISA

The rubber-stamped entry on a page of your passport made by the U.S. Consul abroad for entering the United States should be valid and current for re-entry when having traveled outside the U.S. A new visa can be obtained from a U.S. Consul outside the U.S.

STUDY PROGRAM REQUIREMENTS

F-1 visa students are required to carry a full course of study and make normal progress toward a degree or completion of an educational objective in order to comply with U.S. Immigration Service requirements. This means that an F-1 visa student must register for and complete a minimum of twelve (12) hours of credit per quarter.

M-1 visa students are required to carry a full course of study and also make normal progress toward graduation or completion of an educational objective in order to comply with U.S. Immigration Service requirements. For a M-1 visa student this means he or she must register for and complete eighteen to twenty-two (18-22) clock hours of credit per week in the technical campus.

Immigrant/permanent residents have no special requirements as to course load other than those required by the college.

Permission to drop to fewer hours or to audit classes must be obtained in advance from the International Student Advisor. Most students take three courses which meet five hours a week and one course in physical education which meets two or three hours a week. You should expect to spend four to eight hours daily outside of class studying homework, reading, and preparing for tests.

TRAVELING OUTSIDE THE UNITED STATES

To re-enter the United States after a temporary absence outside the country, the following documents must be in your possession and presented at the port of entry:

1. a valid visa
2. a valid passport
3. a valid I-20 A-B or M-N or page 4 of I-20 properly endorsed
4. a form I-20 ID copy
5. proof of financial support as a student

To obtain an I-20 to re-enter the U.S. come to the International Student Services Office to request it. You must request the I-20 from the international student advisor at least 24 hours before you need it. If your visa has expired, you may use the I-20 to obtain a new visa from a U.S. Consul outside the United States because it is an authorization to enter the U.S.

Note: U.S. IMMIGRATION REGULATIONS ARE SUBJECT TO YEARLY REVISIONS

ACADEMIC ADVISEMENT/COURSE PLANNING

All students are required to take placement tests in English, Reading, and Math before registering for courses their first quarter at DeKalb Communinty College. The testing assists in placing students at levels for which they already have background knowledge. Special testing given to non-native speakers gives more accurate placement in English and Reading. Dates for testing and registration are sent to each student from the Admissions/Registrar's Office. Faculty advisors for international students are Dr. FitzSimons (E-214K), Mrs. Limratana (E-201C), Mrs. Born (E-108), Dr. McNamara (E-214F), Mrs. Maclin (E-201), Mrs. Smith (E-108), Dr. Young (E-208E) and Dr. Ozaki (A-108) These advisors assist international students in planning their academic schedules and sequence of courses. It is very important to consult them in planning a schedule. International students are not allowed to register for courses without a signed advisement sheet.

ESL PROGRAM

The college academic program offers English as a Second Language courses at the intermediate and advanced levels at the Central Campus in Clarkston. If you do not test on a college level when you enter you will be required to sign up for two courses of ESL during your first quarter, and continue to take at least one

course of ESL until you reach the required level. These courses carry institutional credit. This means that credit hours for these courses do not count toward your degree, and that they probably will not count if you decide to transfer to another college or university. ESL courses are offered so that international students can reach the level required for college work in all subjects.

MONEY AND BANKING

The transfer of funds to the United States usually involves a number of complicated transactions and sometimes long delays because every government has regulations regarding currency restrictions pertaining to money transfers. Therefore, you should plan your money and currency requirements well in advance of each quarter in order to insure that you have sufficient money to cover your fees due at the time of registration, as well as living expenses and insurance.

Most people living in the United States make use of the banking system and services offered throughout the country. Bankers make it possible for you to deposit cash and use checks as a substitute for currency. When needing to open an account with a bank, the international student should show the valid passport to the bank to insure that the records will be accurate. All international students are encouraged to make use of the banks.

Some Atlanta banks offer a wide range of international banking services, including the purchase and sale of foreign currencies and foreign travelers' checks, foreign drafts on overseas banks, and foreign collection.

The basic unit of currency is the dollar ($1.00) which consists of 100 cents. All denominations of paper money (referred to as "bills") are the same size and color. The amount is clearly marked on all corners of each bill and each denomination pictures a different U.S. statesman in the center. The most commonly used bills are $1, $2, $5, $10, $20, $50, and $100. Coins are minted in the following categories: penny (1 cent); nickel (5 cents); dime (10 cents); quarter (25 cents); half dollar (50 cents); and the Susan Anthony Dollar.

INTERNAL REVENUE SERVICE

If you as an international student have permission from Immigration to work, any income received from working within the U.S. is taxable and the individual is required to file both a U.S. Income Tax return and a Georgia Income Tax return. In most instances, the tax is deducted from your pay before you receive it. Tax returns for the U.S. and Georgia must be filed between January 1 and April 15 of each year. You must file a return to receive a refund if you are eligible for one.

HOUSING

DeKalb Community College is a commuter college and does not provide on-campus housing. However, there are many different kinds of apartments in the campus area as well as in parts of Atlanta accessible to the college by bus or rail. Rent for furnished and unfurnished apartments varies according to the location. Advertisements for apartments appear daily in the Atlanta Journal.

A safety deposit (money) is required by many resident managers. This deposit is kept by the resident manager until you move, and part or all of the money may be refunded if the apartment is left clean and undamaged. Be sure to discuss with the resident manager all the conditions of obtaining the refund before you agree to rent the apartment, and when the refund will be made if you are entitled to it.

A lease commits a renter to stay for a certain period of time and is required by resident managers. Do not sign a lease without reading every word carefully. Most rental agreement are in writing, and you should get a copy of the signed rental agreement.

UTILITIES

Before you sign a lease, ask which utilities are covered in rental rate. If utilities (electricity, gas, water) are not covered in the rent, the tenant must pay each month.

TELEPHONE

Installation is accomplished by calling the Business Office of Southern Bell Telephone Company. You may purchase or lease a phone if you desire.

WARNINGS ABOUT PHONE SERVICE:

1. You are responsible for paying all long distance calls on your phone; therefore do not allow anyone to use your phone or phone number for this purpose.
2. Telephone bills should be paid promptly.

SUMMER QUARTER

Attendance during Summer quarter is no longer optional for international students unless they have been enrolled full-time for three consecutive quarters immediately proceeding the Summer quarter or quarter of vacation. Therefore, all international students must be enrolled full-time for at least three consecutive quarters before taking a quarter off from college.

TRANSPORTATION

The Metropolitan Atlanta Rapid Transit Authority (MARTA) provides extensive bus routes and a rapid rail system through the city of Atlanta. Complete information about bus routes to the campus, the rail system, schedules, and costs is available by calling 522-4711. The buses and the rail system require that you have the exact change when you board.

DRIVER'S LICENSE

The operation of an automobile without a valid operator's license is illegal and could result in a fine or a jail sentence. It is also illegal to permit another person who has no valid license to drive a car. Driver's license may be obtained by passing an examination in Georgia driving laws and a driving test on the road. Application may be made and information obtained at driver's license bureaus in Atlanta.

Every driver must become familiar with the Georgia Vehicle Code. This covers traffic and safety rules, laws, speed limits, road signs, and symbols.

A driver involved in an accident should not leave the scene until told to do so by the police. The police will arrange for an ambulance or tow trucks if they are needed. Be sure to file a written report with the police and notify your insurance company immediately.

INSURANCE

All automobile owners in Georgia are required to have auto liability insurance to cover the cost of damage to other people or their property. It is also wise to have collision coverage insurance which will cover the cost of injury to yourself and to your property. Georgia law requires that you have proof of automobile ownership and proof of insurance coverage to get a license tag.

INSURANCE (HOSPITAL AND MEDICAL)

International students are expected to carry their own hospitalization and medical insurance. No coverage is provided by the college or government. Medical costs in the United States are very expensive and without insurance coverage, an accident or illness could be very costly. Medical and hospital insurance may be obtained from a number of insurance companies which have offices locally. Additional information or applications may be obtained from the International Student Advisor.

PUBLIC HEALTH SERVICES

Many health services are available at minimal cost from county health departments.

DeKalb County Health Department
440 Winn Way
Decatur, Georgia (Other locations listed in the telephone book)

DeKalb General Hospital
2701 N. Decatur Road
Decatur, Georgia

Fulton County Health Department
Northeast Clinic - 626 Parkway Drive
Atlanta, Georgia (Other locations listed in the telephone book)

Grady Memorial Hospital
80 Butler Street, S.E.
Atlanta, Georgia

Office	Central Campus
Campus Dean	Administration Bldg. A-118
Admissions and Records	Administration Bldg. A-101
Business	Administration Bldg. A-119
Counseling and Career	Student Center Bldg. B-201/B-214
Dean of Academic Affairs	Administration Bldg. A-105
Dean of Student Services	Administration Bldg. A-109
International Student Advisor	Administration Bldg. A-108
Student Activities	Student Center Bldg. B-105

Although the laws and regulations mentioned were accurate at the time the above information was gathered, DeKalb Community College takes no responsibility for changes that may have taken place since then.

DeKalb Community College is authorized by federal law to enroll non-immigrant alien students.

It is the policy of DeKalb Community College not to discriminate on the basis of sex, race, religion, national origin, or handicap in its educational programs, activities, or employment policies.

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Junior Colleges JUL 10 1987

DEKALB COMMUNITY COLLEGE
CENTRAL CAMPUS

COLLEGIATE

A. ADMINISTRATION
Admissions/Registrar
Allied Health Admissions
Business Office
Dean, Academic Affairs
Dean, Student Services
Enrichment Programs
Financial Aid/Veterans Affairs
International Services
Provost
Telecourses

B. STUDENT CENTER
Business Programs
Bookstore
Cafeteria
Career Center
Counseling
Student Activities
Student Government
Testing

C. LIBRARY
Human Relations
Psychology/Sociology

D. SCIENCE

E. ENGLISH
Reading/Languages/ESL

F. FINE ARTS
Art
Drama/Speech
Music

G. GYMNASIUM
Physical Education

H. NURSING
Computer Science
History/Political Science
Mathematics
Media

M. MAINTENANCE
Security

VOCATIONAL - TECHNICAL

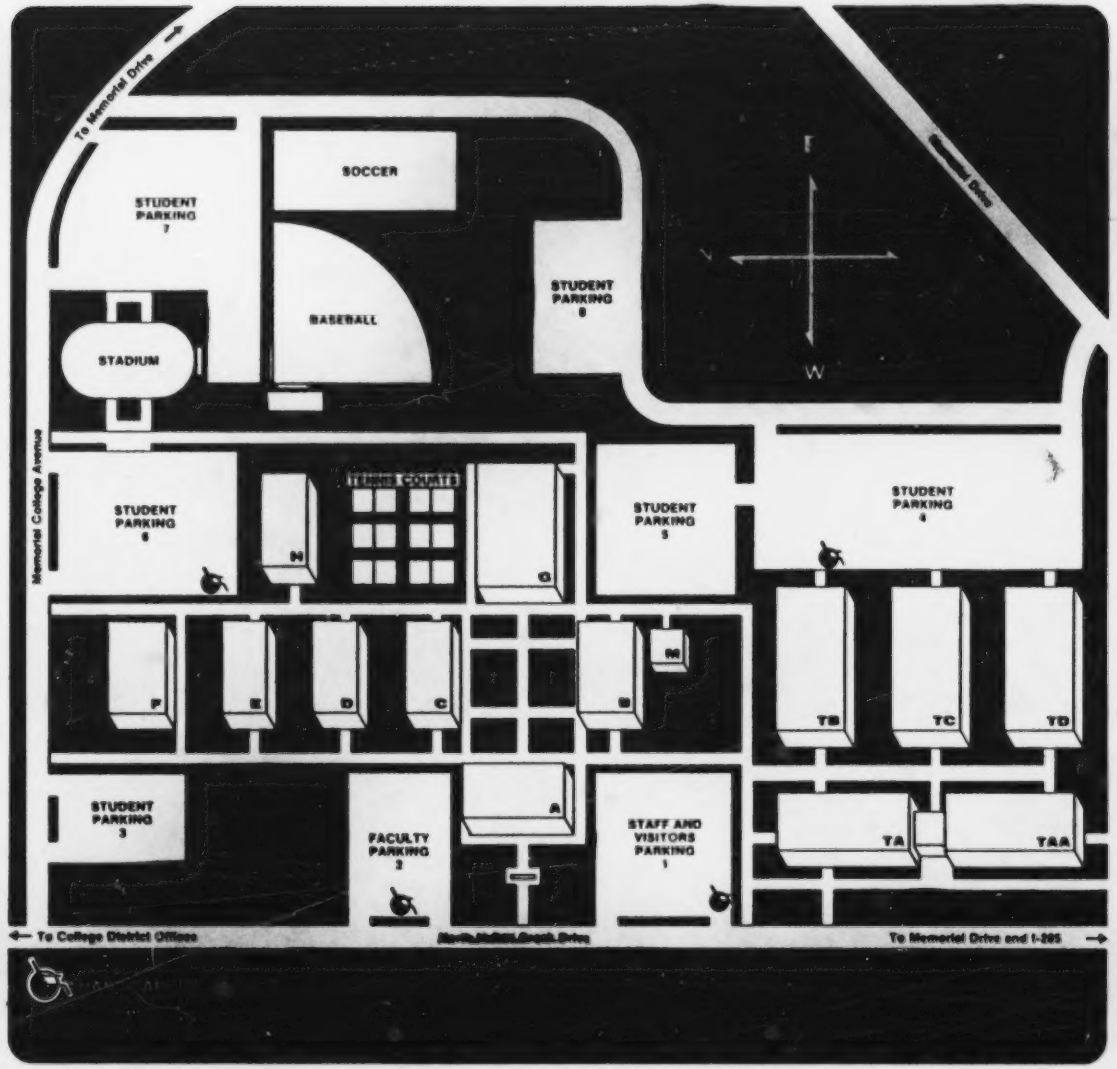
TA. ADMINISTRATION
Admissions
Adult Education/GED
Allied Health Programs
Business Office
Dean, Academic Affairs
Dean, Student Services
Director/Provost
Evening/Off Campus Programs

TAA. BUSINESS PROGRAMS

TB. TECHNICAL - COSMETOLOGY

TC. TRADE AND INDUSTRIAL

TD. TRANSPORTATION



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